SPAWAR

SPACE AND NAVAL WARFARE SYSTEMS COMMAND

March 18, 2003
DoD Annual Mentor-Protégé Conference
Navy Breakout Session

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SPAWARSYSCOM Small Business Program

PRELIMINARY MEETING

- **Overview of program**

- **Required elements of agreement**

- **Expectations**

- **Roles & Responsibilities**

REVIEW OF AGREEMENT

- **Utilize:**

  - **DoD Mentor-Protégé Program Agreement Template (http://www.acq.osd.mil/sadbu/mentor_protégé)**

  - **DoN Mentor-Protégé Program Policies & Procedures Manual (http://www.hq.navy.mil/sadbu)**

  - **SPAWAR Mentor's Checklist (Handout)**

REVIEW OF AGREEMENT
(Continued)

- **Verify:**

  - **Approved mentor**
  - **Eligible protégé**
  - **Rates with DCAA**

- **Work direct with mentor to finalize MPA**

- **Forward to DoN with endorsement letter**

ADMINISTRATION OF AGREEMENT

- **Maintain informal contact during agreement**

- **Annual DCMC Review**

- **Semi-Annual DoD Mentor Protégé Report**

- **Quarterly SPAWAR Reviews**
  - **Expenditure reports**
  - **Progress reports re: milestones & metrics**
  - **Joint/individual interviews**

- **SPAWAR Close-out Progress Report/Interviews**

INCREMENTAL FUNDING

- **MPA's funded annually**
  - **Mentor & protégé must be satisfied with progress**

- **Formal request for funding**
  - **Submit 60 days prior to end of performance year or when 75% of funds are expended**
  - **Submit to SPAWAR Small Business Office IAW DoN MPP Policies & Procedures Manual**

- **Review & forward to DoN w/endorsement letter**

AGREEMENT EXTENSIONS

- **Required when milestones can't be met within the agreement period of performance**

- **Formal Request**
  - **Required ASAP if need for extension suspected**
  - **Total agreement period NTE 3 years**
  - **Submit to SPAWAR Small Business Office IAW DoN MPP Policies & Procedures Manual**

- **Review & forward to DoN w/endorsement letter**

MOST COMMON ISSUES

- **Identification of:**
  - **HCA/POC**
  - **Contract vehicle**

- **Developmental assistance**
  - **Describe each area in detail**
  - **Link to milestones**
  - **How do developmental areas enhance protégé's ability on Federal/DoD/Navy contracts?**
  - **Statement of benefit to government**

MOST COMMON ISSUES
(Continued)

- **Cost Proposal**
  - **Present in 1 year increments**
  - **Incidental costs NTE 10%**
  - **70% technical/30% business development**
  - **Must track to developmental assistance**

- **Milestones**
  - **Format**
  - **Monthly/Quarterly increments**
  - **Must track to developmental assistance**

MOST COMMON ISSUES
(Continued)

- **Metrics**
  - **Quantifiable & measurable**
  - **Show progress**
  - **Must track to significant areas of developmental assistance**

- **Funding/extension request:**
  - **Timeliness**
  - **Chain of command**
  - **Support documentation**

QUESTIONS